

Delivery completed 1/27/55

Contract No. XG 1491
Page No. 55-4545

To:

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Classification: Property of Supply Officer

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Item No.	Description	Quantity	Unit	Price	Amount
1. 7/7520- 005- 6132)	TRAYS, DESK, box type, portable, metal construction, mahogany enamel finish, to be 15 $\frac{1}{2}$ " long, 10-1/8" wide (including handle) by 4" deep, outside overall dimensions. Tray shall be complete as specified below, and as shown in attached drawings (Attachment A)	1400	each	3.49	\$5.92 \$6736.00

SPECIFICATIONS

Net \$4,886.00

General: The trays shall be fabricated of 24 gauge sheet steel, and have all joints welded to give rigidity and durability. The tray, when in a closed position, will be a tight and compact unit, which is easily opened and separated or detached from the cover by activating the latch. This unit will be made with a bottom tray and a cover that will be detachable and in accordance with the above overall dimensions.

The width and length measurements are critical in that the tray must accommodate a legal size folder, and the outside dimensions cannot be exceeded as the tray with cover attached must fit into a standard legal size file drawer.

Tray Construction: The front end of the tray shall have a removal port or cut-out for easy insertion and extraction of correspondence (See Figure 1-E). The bottom of the tray shall have a 1" port hole located 5/8" back from the front of the unit. (See Figure 1-D). All outer edges are to be beamed, except the edge around the removal port or cut-out.

Cover Construction: Shall be formed to fit over the tray and hinged (with an easily detachable hinge) or hook attachment at one end, and a latch or catch at the other end. All hooks, catches, or hinges shall cause the tray to be securely closed when the cover is in a closed position (See Figure 1-A). The form of the cover may vary as necessary because of difference in design, but it must permit use as a tray when separated from the tray, as shown in Figures 2 and 3. When the cover is closed over the tray it shall form a secure and tight sturdy unit.

Latching or Locking Mechanism: The unit shall be fitted with a latching device which will work freely to permit easy access but must catch securely so that the tray will not fall open when overloaded or bumped. On the end opposite the latch, the end shall be fitted with a hooking or hinging mechanism for attachment of the cover to the tray in a manner which will prevent removal until the latch is activated, but it shall permit easy separation from the tray when unlatched.

Handle and Label Holder: Each tray shall be fitted with a carrying handle (see Figure 1-B) and a small (approx. 1" x 1 $\frac{1}{2}$ ") label holder suitable for inserting the name of an individual (see Figure 1-C).

Condition: All corners and edges, both inside and outside, shall be well rounded and all burrs and snags removed. All hems shall be well ironed and smoothed out. The handle and label holder will be smooth and free of burrs and sharp edges. Both the cover and the bottom of the tray shall have rubber or felt covering, strips, or pads to protect the finish on desks, table tops, etc.

Finish: All inside and outside surfaces shall be smooth, and finished with a hard baked enamel mahogany finish. Color samples to be supplied by the successful bidder prior to filling of the order. (See Sample below) Plain color (not grained)

Packaging: Each box will be individually wrapped in good quality Kraft paper and cartoned in convenient size lots. All cartons will be properly identified as to size and color of the boxes. STAT

Delivery: The Contractor agrees to deliver the above trays within ~~30~~ ^{FINISH} calendar days after receipt of Contract by the Contractor. Delivery is and is based upon appropriate D&E rating applied hereto.

SAMPLE: The prospective successful bidder, prior to award will submit a sample tray, either finished with the color he proposes to furnish or with mahogany color samples in which the trays will be furnished. Award of the contract will be contingent upon acceptability of the sample tray by the Contracting Officer. A completely finished tray submitted by the Contractor that is accepted by the Contracting Officer may be accepted by the Agency as delivery of one unit under the Contract.

Order Handling: Stock number, item number, and Requisition number shown above must be shown on all individual containers (cartons) of this shipment.

Discount:

In quoting cash discount for prompt payment, please allow at least 20 days in the space provided below.

Discount will be allowed for prompt payment as follows: Net ^{percent} ~~calendar days~~ Net

Letter of 3/22/55

Excerpt paragraph a + b.

This contract has been awarded you with
the understanding that the tray furnished
will be as per the second sample submitted
by you, which was hand carried to this
office by your [redacted] on or about 17 Feb,
except as follows:

a. The label holder shall be large enough to
accommodate two (2) lines of typing and be
approximately 2 inches in length.

b. All corners shall be more rounded
and smooth.

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